

Zoom Basics

Create an Account

1. Visit ucsf.zoom.us
2. Select “sign-in”
3. Sign in using your **MyAccess user name** and **password**. After logging in, an account is created automatically

Schedule a Meeting from Browser

1. Visit ucsf.zoom.us
2. Select “Schedule a Meeting” and sign-in using your **MyAccess user name** and password
3. Enter meeting details
4. Select “Save”

Invite Attendees

Once your meeting is saved, **Copy URL invitation**, paste in Outlook calendar invite, then forward to attendees

-OR- Select **"Add to Outlook Calendar"** and forward invite to attendees. Note: this will only work if you have the Outlook Desktop App installed

Start/Host a Meeting

1. Visit ucsf.zoom.us
2. Select “Schedule a Meeting” and sign-in using your **MyAccess User Name** and password
3. Under “Meetings”, select the meeting you want to start and click “start”

Join a Meeting from Outlook

1. Open Outlook calendar invite and select **Join from PC, Mac, Linux...** link
2. Desktop application will automatically open. If you do not have the app, download it [here](#)

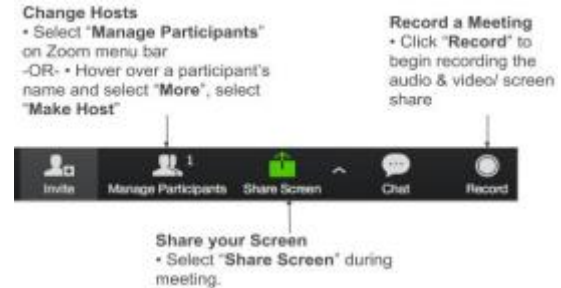
Join a Meeting from Browser

1. Go to ucsf.zoom.us
2. Select “Join a meeting”
3. Enter the Meeting ID your host provided and

your name (if prompted)

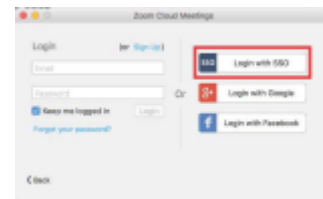
4. Click “Join”

Zoom Meeting Menu Bar



Using Your Desktop App

1. [Download](#) or open your Zoom Client App and select “Sign in”
2. Select **“Login with SSO”**, enter **“ucsf”** as domain, and enter your **MyAccess user name** and password



Tips & Etiquette

- Use **Client App** and **Outlook plug-in** for easier scheduling
- Customize **Personal Meeting ID** to host meetings without scheduling in advance
- Manage Zoom meetings (edit or cancel) on your **Outlook Calendar** first then on your Zoom account
- **Enable Join Before Host** option to allow for participants to gather before the meeting starts

For assistance, contact the **IT Service Desk** at 415.514.4100 or it.ucsf.edu

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